



Dear Donor,

Thank you for your interest in the Denton Program, which is jointly administered by the U.S. Agency for International Development (USAID), the Department of State (DOS), and the Department of Defense (DoD).

The Denton Program allows DoD to provide space available transportation of humanitarian cargo at little or no cost to the donor provided the donor demonstrates inter alia, that: 1) there is a legitimate need for the supplies by the people for whom they are intended; 2) that the supplies will in fact be used for humanitarian purposes; and 3) that the beneficiaries are capable of using the donated commodities safely. The Denton Program utilizes U.S. Military transportation exclusively. The Program was originally created to utilize the space available on DoD cargo aircraft for supplies going to Central America. Although the Program expanded to include most areas of the world, the likelihood of obtaining transportation decreases as the distance increases. Shipment is also less likely for very large items (such as vehicles) or for shipments to places not close to U.S. bases serviced by regular military traffic. Denton Program applicants seeking to ship motor vehicles must complete additional application forms and prepare for a longer approval process.

Transportation under the Denton Program will not be approved for religious material, political material, or cargo which will be distributed to individuals, groups or organizations engaged in military or paramilitary activity.

A full description of the Denton Program requirements, its operational procedures, and an application form are enclosed. ***Please read the guidelines carefully before submitting an application.***

If you have any questions, please call me at (301) 699-5550, Monday through Friday from 9:00 a.m. to 5:00 p.m. E.S.T.

Sincerely,

Dana M. Alzouma
Denton Program Officer
Private and Voluntary Cooperation
Bureau for Humanitarian Response

Enclosure

**DENTON PROGRAM APPLICATION FOR SPACE AVAILABLE
TRANSPORTATION OF HUMANITARIAN SUPPLIES TO FOREIGN COUNTRIES
(10 U.S.C. SECTION 402)**

Please type. COMPLETE applications require approximately 4-6 weeks to process.

DONOR _____

ADDRESS _____

Contact _____ Phone and Fax # _____

E-mail _____

CONSIGNEE _____

ADDRESS _____

Contact _____ Phone and Fax # _____

E-mail _____

Provide contacts that can be reached during normal business hours.

Please attach answers to the following questions on a separate sheet of paper.

1. DESCRIPTION OF BENEFICIARIES: (Include description of beneficiaries' needs and ability to use donated commodities safely).
2. DESCRIPTION OF IMPACT AREA(S) AND DISTRIBUTION PLAN: (List the geographic area(s) receiving the donation.)
3. DESCRIPTION OF ARRANGEMENTS FOR RECEIPT AND DISTRIBUTION OF THE COMMODITIES: (Describe the distribution logistics.)
4. ITEMS TO BE DONATED: (Include quantity and a description of each item.)
5. WAREHOUSE LOCATION IN THE U.S.A.: (Include address, contact name, and phone number. Include the Total Weight of the Shipment, Cargo Volume, and Estimated Value of the Cargo in U.S. Dollars.)

DATE OF THIS APPLICATION _____ / _____ / _____

**THIS APPLICATION CANNOT BE PROCESSED UNTIL THE CERTIFICATION AND RELEASE
ARE SIGNED AND THE ATTACHED CONSIGNEE AFFIDAVIT HAS BEEN NOTARIZED.**

CERTIFICATE OF COMPLIANCE

I have read the guidelines and instructions that are attached to this application and certify: 1) that the goods listed are not military, political or religious in nature and will be used solely for humanitarian purposes and are suitable for those purposes; 2) that the goods will not be distributed directly or indirectly to any individual, group or organization engaged in military or paramilitary activity; 3) that the goods are in usable condition and suitable for transport; 4) there is a legitimate humanitarian need for the supplies by the people for whom they are intended and the beneficiaries have the capability to use the donated commodities safely; and 5) that all other requirements in the guidelines and instructions attached hereto, including reporting requirements, are being met.

Signature

Date

"A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001."

RELEASE FROM LIABILITY

In consideration of transportation by the United States at no charge to the donor, the donor hereby releases the United States, and all agents and instrumentalities thereof from any liability for any loss or damage of any kind whatsoever to the goods listed in the inventory accompanying the attached application. This release shall further extend to any consequence of such loss or damage. This release shall be effective no matter what the cause of the loss or damage, including, but not limited to, loss or damage caused by the negligence (to include gross negligence) of any agent or instrumentality of the United States.

Signature

Date

"A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001."

DUTY-FREE CERTIFICATION

I certify: 1) that the country to which supplies identified in the Denton Program Application will be shipped has approved entry of such supplies; 2) that the written country approval with *English translation* is attached; and 3) that adequate arrangements have been made for the importation and distribution of supplies.

The supplies will be (CHECK APPROPRIATE ONE):

☐ Imported duty free

☐ Duty will be paid (EXPLAIN IN DETAIL)

"A false statement or representation may be grounds for denying space available transport and may subject the applicant to the penalties set forth in 18 USC section 1001."

CONSIGNMENT AFFIDAVIT

I, _____, being duly sworn on his/her oath state that
(Donor Name)
he/she is _____ of _____
(Donor's Title) (Organization's Name)
and that he/she makes this affidavit for and on behalf of said agency.

That the consignee listed herein is qualified to receive and to assume complete responsibility for the receipt and disposition of supplies donated by _____ and will receive and distribute such supplies in the manner directed by _____ (Donor) in accordance with guidelines issued by the U.S. Government, and that the supplies transported to such consignee will be distributed on a non-commercial basis, free of costs to the person or persons receiving such supplies.

Name and address of the consignee:

The donor agrees to continue to supply the U.S. Agency for International Development with current information concerning those authorized to receive supplies; and in the event of improper use, to remove such designated consignees from lists furnished to the U.S. Agency for International Development.

(Donor Signature and Title)

SUBSCRIBED and sworn to before me, a Notary Public, in and for

_____, this _____ day of _____.
(Notary Signature)

ROLLING STOCK DATA FORM

Complete this form for each vehicle to be moved under the Denton Program.

Date: _____

Destination _____ Donor Name (Print) _____

MANUFACTURER _____ MODEL _____

YEAR _____ VIN# (Vehicle Identification Number) _____

All measurements must be completed in inches or pounds.

LENGTH _____

Measure the vehicle from the edge of the front bumper to the edge of the rear bumper.

WIDTH _____

Measure the vehicle from side to side.

HEIGHT _____

Measure the vehicle from the ground to the top; the highest point on the vehicle.

FAW _____

FAW is Front Axle Weight, weigh only the vehicle's front axle.

RAW _____

RAW is Rear Axle Weight, weigh only the vehicle's rear axle.

MAW _____

MAW is Middle Axle Weight, weigh only the vehicle's middle axle.

Note: This is only for vehicles with more than two axles.

GVW _____

GVW is Gross Vehicle Weight, the total weight of the vehicle.

Note: All axle weights added together should equal the vehicle gross weight

FOH _____

FOH is Front Over Hang. Measure from the center of the front axle to the edge of the front bumper.

ROH _____

ROH is Rear Over Hang. Measure from the center of the rear axle to the edge of the rear bumper.

WB _____

WB is Wheel Base. Measure from the center of the front axle to the center of the rear axle.

GC _____

CG is Ground Clearance. Measure from the ground to the lowest part of the vehicle body.

Sample General Manifest

	<u>Box #</u>	<u>Quantity</u>	<u>Description</u>	<u>Cubic ft.</u>	<u>Weight (lbs)</u>	<u>Value (US\$)</u>
Skid #1	1	100	Math textbooks, age 7-10	8	200	\$500
(Educational)	2	50	Math textbooks, age 11-14	8	325	\$1,000
	3	50	Math textbooks, age 15-18	8	325	\$1,000
	4	100	Reading books (english), age 5-7	8	200	\$500
	5	100	Reading books (english), age 8-10	8	200	\$500
	6	50	Reading books (english), age 11-13	8	325	\$1,000
	7	50	Reading books (english), age 11-13	8	325	\$1,000
	8	50	Science Textbooks, age 14-18	8	325	\$1,000
Subtotal				64	2225	\$6,500
Skid #2	1	10	Pkgs ea. of gauze, tape, sterile bandages	8	20	\$300
(Medical)	2		See attached detailed list of medicines	8	300	\$6,000
	3		See attached detailed list of medicines	8	150	\$7,000
	4		See attached detailed list of medicines	8	150	\$5,000
	5	50	Boxes (100 ea. box) Small latex gloves	8	160	\$500
	6	50	Boxes (100 ea. box) Medium latex gloves	8	160	\$500
	7	50	Boxes (100 ea. box) Medium latex gloves	8	160	\$500
	8	50	Boxes (100 ea. box) Large latex gloves	8	160	\$500
Subtotal				64	1260	\$20,300
Skid #3	9	1000	Cans of beans	64	2000	\$2,000
(Food)						
Subtotal				64	2000	\$2,000
SHIPMENT TOTALS				136	3585	\$23,300

Sample Medical Manifest

[illegible]

OPERATIONAL GUIDELINES FOR TRANSPORTATION UNDER THE DENTON PROGRAM

STEP I - PREPARATIONS PRIOR TO SUBMITTING AN APPLICATION

1. **BEFORE** gathering supplies for transport under the Denton Program, a prospective donor must contact USAID/Washington to determine whether the program may be undertaken in the destination country.
2. The donor must identify an in-country consignee and/or local contact who will: (a) secure country government written approval for the shipment by making arrangements with host country custom officials to obtain either duty-free entry or provide tariffs and fees for entry; (b) ensure compliance with any and all additional legal requirements in the country of destination; (c) receive and take possession of cargo on arrival; and (d) distribute the cargo to the beneficiaries.

Donors are advised that in many countries consignees must be recognized and approved by the host country government to be eligible to receive the donated cargo, particularly when duty-free entry is arranged. For duty-free entry into Honduras, Haiti, El Salvador, and the Philippines, government approval of the consignee is mandatory at the time of application. Where applicable, the U.S. Agency for International Development (USAID) requires that the consignee be eligible to serve in the role detailed above.

STEP II - CARGO PREPARATION

1. The donor must ensure that the cargo is placed in strong, durable, **UNSEALED** boxes or crates unless size or shape prohibit such packaging. Since cargo waiting for transportation is normally placed outside, containers should be prepared to prevent mildew, water damage, and insect infestation. Boxes will be inspected later by an authorized representative, and will be labeled with inspection stickers. Cargo not boxed or crated must be palletized for handling by forklift. **THE CARGO PREFERABLY SHOULD BE INSPECTED AND PREPARED FOR SHIPMENT PRIOR TO ARRIVAL AT THE DESIGNATED MILITARY BASE.**
2. The donor must provide a detailed, complete inventory of the cargo to be shipped, including: a list of each item, size (in cubic feet) and weight of each item (in pounds), as well as the attached, signed Certificate of Compliance and Release from Liability form.

The donor may **NOT** add new items to the inventory or increase the weight of the cargo to be shipped once the application has been submitted. Both U.S. Government and country approval for these shipments are based on the information in the application. Shipping unapproved items or even additional quantities of approved items has caused embarrassment in the past and puts the entire program in jeopardy.

USAID, DoD, or their representatives reserve the right to remove items from the cargo or

remove the application from consideration under the Denton Program.

The donor may not submit another application for shipment to the same country until all of the cargo from the first application has been delivered to the destination country.

The donor may not apply for the transport of passengers or livestock of any sort. Hazardous cargo, such as explosives, fuels, or other highly flammable materials may not be shipped.

3. Because **THIS IS A SPACE-AVAILABLE ONLY PROGRAM**, DoD cannot schedule transportation for Denton Program cargo or give assurances that a particular date for shipment will be met. For this reason, time-sensitive cargo, such as medical supplies with an expiration date within 9 months will not be shipped, and perishable food commodities cannot be accepted. Organizations that must have their cargo arrive by a certain date should consider another method of shipment. Donors must also be able to store or pay for commercial storage until transportation becomes available.

4. Applications must be for transport of cargo weighing no less than 2,000 pounds and no more than 100,000 pounds (shipments weighing more than 100,000 pounds require a waiver). Where transport is requested for any type of vehicle, detailed measurements must be included in the application. Total weight (pounds) and volume (cubic feet) of the cargo must be included in the inventory list for DoD to determine transportation requirements. A *Rolling Stock Data* form is included in the application for the purpose of providing a detailed description of the vehicle to be transported.

Normally, very large shipments must be separated into several smaller shipments that can be handled more easily at both origin and destination. Very large shipments take significantly longer to move and the shipper must be ready to determine which items go first if a partial shipment must be made.

5. The donor must ship to and collect at one location (warehouse or other storage site) all cargo listed in the inventory. Boxes or individual items must be stenciled or marked in indelible ink with the following information:

DENTON PROGRAM SHIPMENT TO: (City and Country)
FROM: (Donor Name {and organization, if applicable})
DONOR TELEPHONE #: _____
TO: (Consignee Name {and organization, if applicable})
RECIPIENT TELEPHONE #: _____
TRANSPORTATION CONTROL NUMBER: (See Step V.2.)

Whenever possible, donors should mark boxes sequentially by number, as follows: Box 1 of 20, Box 2 of 20, etc. This must be done for each shipment.

STEP III - SUBMISSION OF APPLICATION

THE DONOR SHOULD SUBMIT AN APPLICATION ONLY AFTER STEPS I AND II HAVE BEEN COMPLETED, THE APPLICATION SHOULD BE ADDRESSED TO:

U.S. Agency for International Development
BHR/PVC/IPS Attn: Denton Program Officer
Ronald Reagan Building
1300 Pennsylvania Ave., N.W., 7th floor
Washington, D.C. 20523-7600

A standard application is attached for your use. **THIS FORM MUST BE FILLED OUT COMPLETELY, LEAVING NO UNANSWERED QUESTIONS.**

STEP IV - CERTIFICATION AND APPROVAL OF APPLICATION

1. Once an application is received, USAID and the Department of State will determine whether the application is consistent with U.S. foreign policy objectives. If this and the other requirements of the Denton Program are met, DoD will also review the application to determine feasibility for transport. USAID will communicate with the destination country to ensure the cargo will be acceptable. Once these steps have been taken, the application will then be formally approved or disapproved and the donor will be notified. Depending upon workload and the responsiveness of the destination country, this process can take from several weeks to several months.

Application approval only indicates that the cargo described in the application is acceptable to the United States Government and to the government of the destination country. It is not a promise or a guarantee that transportation will be provided.

2. The cargo will be inspected at the warehousing site by representatives of the U.S. Government. The inspection team reserves the right to remove items from the inventory which for reasons of safety or legality may not be shipped under the Denton Program. Thereafter, the boxes or containers will be sealed and prepared for future transport. Following inspection, it is recommended that the donor place the cargo on standard warehouse pallets that measure 4'x4'. Ideally, the pallets should be stacked to a height of 4' and secured with bands or shrink-wrap. This will greatly aid in the shipment of the cargo and offer additional protection during handling.

3. The donor must ensure that donated goods such as motors, engines, generators, vehicles (including automobiles, ambulances, buses, firetrucks, etc.), are clean and in good operable condition before they are presented for shipment. Dirty, inoperable, or leaking equipment, and vehicles that require a special driver cannot be shipped.

STEP V - TRANSPORTATION

1. USAID will request space available transportation from DoD when the inspection is complete.

2. DoD will contact the donor if and when space for transportation of approved cargo has been identified. At that time, the donor will be told when and where to deliver the cargo. The donor will be given a Transportation Control Number (TCN) specific to that one shipment by DoD. This number should be stenciled or marked clearly on each box or item of the cargo in indelible ink.

The donor must be aware that application approval does not obligate the U.S. Government to provide transportation for approved cargo. Even after delivery to a United States Military base as directed, there can be **NO GUARANTEES** that the shipment will be transported, since DoD cannot plan or create space availability. Although such instances are rare, it may be necessary for the donor to reclaim the shipment if the planned transportation does not occur and there is no transportation in the foreseeable future.

The donor should always keep in mind that the Denton Program offers free transportation on a space available basis. It cannot be undertaken at any cost to the U.S. Government other than the cost of transportation itself. Applications in which the donor seeks financing for any cost other than air transport such as storage and/or local transportation cost will not be approved.

3. The donor must provide or pay all costs of storage and local shipping. Cargo must arrive at the departure location within the time-frame dictated by DoD. Early or late arrival or other non-compliance with these guidelines will result in the return of the cargo to the donor, at the donor's cost.

4. The donor must communicate with the consignee in the destination country to ensure that the consignee is aware of the estimated date and time of arrival so that the consignee will attend to the cargo without delay after it has arrived.

5. The consignee must take possession of the cargo and ensure that the cargo clears customs and other legal requirements of the destination country after the cargo's arrival.

6. The consignee will then remove the cargo from the point of entry and distribute the items to the targeted beneficiaries. The consignee and the donor must be aware that the program has no funding for warehousing at the destination. Expedient removal of the cargo from the destination's point of entry is required. Failure to claim cargo promptly prevents other shipments from entering and can lead to confiscation by local officials or destruction.

STEP VI - DISTRIBUTION

Once the consignee takes possession of the cargo, the consignee is responsible for timely distribution of the cargo to the targeted beneficiaries designated in the application in accordance with the distribution plan. Supplies must be distributed on a non-commercial basis, free of cost to the person or persons receiving the goods.

STEP VII - REPORTING

The donor will submit a report to USAID/Washington within 30 days after the supplies are distributed **DESCRIBING IN DETAIL** how they were in fact distributed, to whom and how the supplies were used. This report will be compared with the distribution plan provided as part of the application for transport assistance. Failure to submit the report in a timely manner will result in the donor's future disqualification from participation in the Denton Program.

ANNOUNCEMENTS

The following are announcements concerning recent changes or modifications of rules, regulations, and restrictions for the Denton Program. Donors are advised to visit this site before submitting a Denton application. Also before applying, donors should check with USAID Washington to verify whether or not Denton is currently shipping to their destination country.

- **PERISHABLE FOODS SUCH AS RICE, FLOUR, BEANS, CORN, AND ANY OTHER TYPE OF GRAIN OR SEED WILL NO LONGER BE SHIPPED THROUGH THE DENTON PROGRAM.**

Due to repeated problems of spoilage and rodent and insect infestations, USAID Washington regrets to inform donors that the above mentioned products will no longer be shipped through the Denton Program.

Unfortunately, this space-available program is not conducive to the transportation of perishable food. Problems with these products have caused extra work for those who have had to dispose of the spoiled goods, as well as embarrassment for all involved.